



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
DEPARTMENT OF STATE
DIVISION OF PROFESSIONAL REGULATION
REAL ESTATE COMMISSION

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV

APPLICATION FOR ADDITIONAL BROKER OF RECORD

Complete this application if you are already the Broker of Record for an office and wish to become Broker of Record for an **additional** office. A separate application and processing fee are required for each office for which you are Broker of Record. See Fee Schedule at www.dpr.delaware.gov. Click on *Real Estate* and then *Fee Schedule*.

TYPE OF APPLICATION

1. Select type of Broker application you are filing (check one):

- ☐ I am applying as Broker of Record for an additional office located *in Delaware*.
☐ I am applying as Broker of Record for an additional office located *outside of Delaware*.

2. Enter Delaware Broker license number(s): _____

IDENTIFYING AND CONTACT INFORMATION

3. Full Name: _____
Last First Middle

4. Date of Birth (month/day/year): _____ 5. Social Security Number: _____

6. **Personal** Address: _____

City State Zip

7. Phone: _____ 8. Email: _____

INFORMATION ABOUT ADDITIONAL OFFICE - *This will be the mailing address on your new license.*

9. **Company Name:** _____

10. **Mailing Address:** _____

City State Zip

If the additional office is not in Delaware, arrange for the state where the office is located to send a verification of your licensure history *directly* to the Delaware Commission office.

DISCLOSURES

11. Have you ever been convicted of or entered a plea of guilty or *nolo contendere* (no contest) to any felony, misdemeanor or any other criminal offense, including any offense for which you have received a pardon, in any jurisdiction?

Yes ☐ No ☐ **If yes, submit an certified copy of your criminal history record.**

12. Have you received any administrative penalties regarding your licensed practice, including but not limited to fines, formal reprimands, license suspensions or revocation (except for revocation for nonpayment of license renewal fees), probationary limitations, or have ever entered into any consent agreements, or surrendered a license voluntarily?

Yes ☐ No ☐ **If yes, submit a letter giving a complete explanation.**

Applications that are not complete within six (6) months of filing may be considered abandoned and discarded. The Commission office will try to notify you before disposing of an abandoned application. Please note: When your application is complete, please allow 4-8 weeks to receive your license.

Signature: _____ **Date:** _____

APPLICATIONS THAT ARE UNSIGNED, INCOMPLETE OR NOT ACCOMPANIED BY THE FEE WILL BE REJECTED.